

Margaret Kimani

Telephone no: +254 724 348 434, Email: margmkim@yahoo.co.uk

Personal Profile

I am a highly dedicated professional with over 9 year's diverse experience. I have a track record of success providing strategic support to maximize profitability of the company. I also have demonstrated ability to liaise with businesses and provide well-place financial information and advice, and first-hand experience in effectively reviewing the company's systems and analyzing possible risk factors. Eager to apply expertise in reviewing company systems and analyzing risks, along with performing tests to check financial systems and strategies. I am also adept at facilitating growth by developing various levels of organization and building cohesive teams. Collaborate effectively with senior management to align defined objectives to achieve mission-critical results. I am looking to work in a reputable organization with professional working environment which utilizes my existing portfolio of skills at maximum potential and provides opportunities for expanding and refining them while executing critical services towards the prosperity and growth of organization.

Education

2002 - 2006	Bachelor of Science in Hospitality and Tourism Kenyatta University
1997 - 2000	Kenya Certificate of Secondary Education Hill School Eldoret

Professional Qualifications

- **2018:** CPA II; KASNEB
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Skills

- **Communication Skills:** I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback.
- **Planning and Organizing:** Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.
- **Bank Reconciliation:** Ability to reconcile Bank and cash accounts and identify discrepancies
- **Team Work:** I am a resourceful team player with ability to build trusting and cohesive teams with both customers and colleagues.
- **Flexibility and Adaptability:** I am a flexible team player who thrives in environments that require ability to effectively prioritize and juggle multiple concurrent tasks. I am also very positive, resilient and open to new ideas.
- **Priorities and Decision Making:** A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making.
- **Leadership and Management Skills:** I am a goal driven leader who maintains a productive climate and confidently motivates, mobilizes and coaches team members to meet high performance standards.
- **Computer Skills:** Proficient in Ms Word, Ms Excel, Power Point, Email and Internet.

Work Experience

July 2017 to March 2020

Nairobi Safari Club

Position: Front Office Coordinator, ag. Front Office Manager

Responsibilities:

- Increased patronage into the hotel Rooms and conferences by 45% translating to an increase in revenue of \$ 25,000 per month
- Increased online visibility and pricing of the hotel facilities thereby increasing room sales
- Manage day to day activities of Front Office department
- Ensure revenue targets for the department is met
- Identify training needs and train Front Office staff weekly
- Formulate and enforce Standard Operating Procedures for Front Office Department
- Recruit and induct new staff, identify potential in existing staff and grow their career

March 2014 to June 2017

Position: Accountant - Revenue Control

Responsibilities:

- Perform periodical bank and cash accounts reconciliation
- Saved the hotel \$48,000 in 2 years by identifying fraud and ensuring recovery was done.
- Maintain Training Levy and Output VAT Accounts.
- Formulate and enforce control systems for Points of Sale.

Dec 2011 - June 2013

DynCorp International -Camp Dwyer

Position: Admin Assistant Sr. (Power Gen)

Responsibilities:

- Saved the company an equivalent of \$8,000 by maintaining required Inventory for Generator Parts.
- Ensured smooth departmental operations by observing strict reorder level from Material Yard.
- Minimized downtime by creating and maintaining a Generator Service Schedule.
- Maintain a good record keeping standard as required by the Customer.
- Perform Admin duties as allocated by Supervisor

Oct 2010 - Dec 2011

Sarova Stanley Hotel -Nairobi

Position: Hotel Assistant Manager -Operations

Responsibilities:

- Increase client satisfaction by handling all guest complains from all departments to completion.
- Perform budgeting for Front Office Department.
- Conduct weekly Financial Reviews for each Outlet to determine its profitability and map strategies for achieving desired Results.
- Perform Brand Standards audits.
- Perform Employee appraisals for Front Office twice a year.
- Monitor costs and formulate ways for cost reduction.

Other Positions Held

- **Jan - Oct 2010:** Assistant Front Office Manager at Sarova Taita and Saltlick Lodge
- **Oct 2008 - Dec 2009:** Management Trainee at Sarova Hotels
- **July 2006 - Oct 2008:** Food and Beverage Supervisor at Kivi Milimani Hotel

Additional Information

Awards and Achievements

- 2016: Employee of the Year; Nairobi Safari Club
- 2016: Employee of the Quarter; Nairobi Safari Club (March and October)
- 2013: Awarded coins of appreciation for excellent Customer Service in support for the United States Marines and Army by the United States Government
- 2011 - 2013: Awarded many Certificates of Excellence and outstanding service; DynCorp International
- 2012: Employee of the month; DynCorp international
- 2007: Employee of the month; Kivi Milimani Hotel

Referees

John Ndirangu Njoroge
Chief Accountant, Nairobi Safari Club
Telephone no: +254 786 888 813

Franklin Manduku
Group Human Resources Manager, Sarova Hotels
Telephone no: +254 709 111 000
Email: franklin.manduku@sarovahotels.com

Willie Mwadilo
General Manager, Sarova Taita and Saltlick
Telephone no: +254 722 410 294 / +254 733 931 036
Willie.Mwadilo@sarovahotels.com



NAIROBI SAFARI CLUB

Distinguished Service Award

This is to certify that

Margaret Kimani

has been Awarded the Merit of

Employee Of The Year 2016

Human Resources Manager



General Manager

Date

Certificate of APPRECIATION

Dwyer Corp
INTERNATIONAL

is hereby granted to

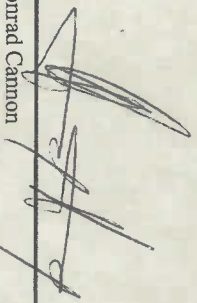
Margaret Kimani

on this day

July 04, 2013

For outstanding performance, dedication and unselfish commitment to mission accomplishments as a General Laborer from December 2011 to July 2013. During this time, Margaret has successfully contributed to the team's efforts in providing the highest Customer Service Quality possible while assigned to Camp Dwyer in Helmand Province, Afghanistan.

Congratulations!



Conrad Cannon
Site Manager

LOGCAP IV, Helmand Province, Afghanistan



CERTIFICATE OF APPRECIATION

Make The Difference !

Is Presented to

Margaret Kimani



In recognition of your exceptional service and support to DynCorp International, the United States Military, and Coalition Forces throughout Afghanistan.

Your dedication and outstanding service to the LOGCAP IV mission during the period 12/4/2011 to 7/6/2013 contributed to our overall mission success. Thank you for your commitment and willingness to sacrifice in support of our troops during Operation Enduring Freedom.

*Thank you for a job **WELL DONE!***

A handwritten signature in black ink, appearing to read "Mo Young".
Mo Young

Project Manager, LOGCAP IV

DynCorp
INTERNATIONAL

The

KIVI MILIMANI HOTEL

Employee of the Month

Name: Margaret Kimani

as the Employee of the Month for November 2007

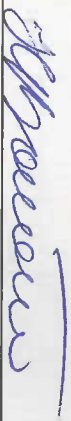
Signature: _____



Date: _____

30/11/07

Signature: _____



Date: _____

30/11/2007



KENYATTA UNIVERSITY

This is to certify that

Margaret M. Kimani

*having satisfied all the requirements was
awarded the Degree of*

**BACHELOR OF SCIENCE
(HOSPITALITY AND TOURISM
MANAGEMENT)**

SECOND CLASS HONOURS (UPPER DIVISION)

*at a congregation held at this University
on the Thirteenth Day of April
in the Year*

Two Thousand and Seven

Mugenda

Vice Chancellor



[Signature]

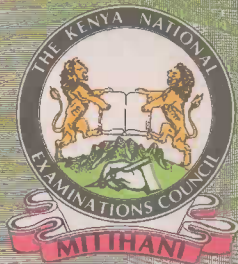
Registrar (Academic)

Certificate Number

20071200724

This certificate is issued without any erasures or alterations. This is a secure document using special papers and inks.
Hold to the light to verify that the "KENYATTA UNIVERSITY" watermark can be seen through the paper.

The Kenya National Examinations Council



This is to certify that the candidate named below sat for the Kenya Certificate of Secondary Education examination in the subjects named below and qualified for the award of a

Kenya Certificate of Secondary Education

THE CANDIDATE REACHED THE GRADE SHOWN IN THE SUBJECTS NAMED

KIMANI M MARGARET

F

509203/004

HILL SCHOOL ELDURET

101 ENGLISH
102 KISWAHILI
121 MATHEMATICS
231 BIOLOGY
232 PHYSICS
233 CHEMISTRY
311 HISTORY AND GOVERNMENT
443 AGRICULTURE
562 COMMERCE

GRADE

C+ (PLUS)
B (PLAIN)
C (PLAIN)
B+ (PLUS)
B- (MINUS)
C (PLAIN)
A- (MINUS)
B+ (PLUS)
B+ (PLUS)

SUBJECTS NAMED NINE MEAN GRADE B (PLAIN)

EXAMINATION OF NOVEMBER/DECEMBER 2000

Secretary

Kenya National Examinations Council

This is a secure document using special paper.
Please hold it up to the light to verify that the word
MITIHANI can be seen through the paper.



Chairman

Kenya National Examinations Council

KCSE 1737573

Not valid without a hologram

(See overleaf)

THE KENYA NATIONAL EXAMINATIONS COUNCIL



KENYA CERTIFICATE OF PRIMARY EDUCATION KCPE

This is to certify that the candidate named below sat the Examination for **Kenya Certificate of Primary Education** and reached the Grades shown in the subjects named:-

NAME : KIMANI M MARGARET

509152/002

SCHOOL : KILUKA

509152

	GRADE
ENGLISH LANGUAGE	A-
KISWAHILI	B+
MATHEMATICS	A-
SCIENCE AND AGRICULTURE	B+
GEOGRAPHY, HISTORY & CIVICS AND RELIGIOUS EDUCATION	B+
ART & CRAFT AND MUSIC	B+
HOME SCIENCE AND BUSINESS EDUCATION	B-

EXAMINATION OF 1996

Secretary
Kenya National Examinations Council

Chairman
Kenya National Examinations Council

This certificate was issued without any alteration whatsoever. See overleaf for grades and mark intervals.

KCPE 4387452